



City of Austin - JOB DESCRIPTION



Accounting Clerk

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| FLSA: | Standard/Non-Exempt | EEO Category: | (60) Admin/Supp |
| Class Code: | 10016 | Salary Grade: | AA0 |
| Approved: | | Last Revised: | January 24, 2008 |

Purpose:

Records revenue and/or pays invoices by verifying and completing payable/receivable and/or other expense accounts transactions.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Prepares work for processing by gathering and sorting documents and related information; verifying correct accounting transaction.
2. Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization for payment.
3. Records/collects revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
4. Collects revenue/deposits travel reimbursements by reminding delinquent accounts/reimbursements; notifying customers/employees via written correspondence and/or phone contact of insufficient payments and/or delinquent reimbursements.
5. Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
6. Maintains accounting ledgers by posting account transactions; ensuring documents are accepted in accounting system.
7. Verifies accounts by reconciling statements and transactions.
8. Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
9. Maintains financial security by following internal accounting controls.
10. Secures financial information and maintaining financial historical records by creating and/or maintaining electronic files and/or filing accounting documents.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of good customer relations practices.
- Knowledge of basic office and/or clerical procedures and equipment.
- Knowledge of processing, accounting and control of cash payments.
- Knowledge of bookkeeping, record keeping, and general cashier procedures.
- Knowledge of business English and correspondence sufficient to compose and prepare letters, reports, etc.
- Knowledge of computer data entry and retrieval methods and procedures, capabilities and limitations.
- Skill in effective and written communication.
- Skill in operating a personal computer and related equipment.
- Skill in understanding and following verbal and written instructions.
- Skill in establishing work priorities to ensure completion of job tasks within specified time frame.
- Ability to record data/information.
- Ability to establish and maintain good working relationships with other City employees and the public.

Minimum Qualifications:

- Graduation from High School or equivalent plus one (1) year of clerical experience including processing invoices, posting payments or other accounting

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.